



Department of Building Inspection Services

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QUALITY ASSURANCE AGENCY PRE-APPROVAL MEETING

QAA:

Proposed Services:

Agencies seeking approved status, reinstatement of approved status, or renewal of approved status must comply with the requirements of Technical Guideline TG-16. To initiate the review process, all required information and fees must be submitted to Clark County Department of Development Services-Building Division (CCDDS-BD). The following represents criteria for approval as a Quality Assurance Agency:

1. **Application form:** Application forms are available from CCDDS-BD.
2. **Fees:** Listing fees are per Section 22.02.385 (B) of the Building Administrative Code of Clark County.
3. **Required Information:**
 - a. A Quality Systems Manual (QSM) (Section 7.0 of Technical Guideline TG-15). The QSM shall contain a compliance statement to ASTM E 329 and ASTM E 548. The Company Officer, the Quality Manager, and the Engineering Manager shall sign the QSM. A Listed agency shall perform an annual review of its QSM and submit an update to CCDDS-BD.
 - b. Personnel approval requests (Technical Guideline TG-17).
 - c. A Quality Manager shall be designated in writing to the Building Official.
 - d. An Engineering Manager shall be designated in writing to the Building Official.
 - e. The agency shall provide evidence of an appropriate business license.

4. **Pre-approval Meeting**

The agency shall arrange to meet with CCDDS-BD staff to discuss the approval process and establish formal lines of communication.

Meeting agenda (Date: _____)

- a. Special Inspection Documents & Code adoption cycles
- b. Quality Manager Responsibilities to the Building Official (**Designated QM:** _____)
- c. Engineering Manager Responsibilities to the Building Official (**Designated EM:** _____)
- d. Engineering Management Audit
- e. Special Inspector Responsibilities to the Building Official
- f. Monitoring of special inspectors
- g. Enforcement Process & Database Tracking
- h. Subcontracting of Testing and Inspection Services
- i. Quality Assurance Agency & Special Inspection Personnel Approval/Renewal Processes.
- j. Annual Renewal Audits
- k. Miscellaneous Items: Clark County website, QAA Meeting, CCDDS-BD Special Inspection Capabilities

5. **Initial Audit**

CCDDS-BD will perform on-site verification of the agency's facility and equipment prior to initial approval. For a Listed agency, verifications and audits will be performed at the discretion of CCDDS-BD.